Job Title: Senior Accountant

Department: Finance

Immediate

Supervisor: Controller

Origination Date:	12/01/2005
Revision Date:	07/01/2012
Job Grade	607
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs various accounting duties including fixed assets accounting, grant accounting, reviewing, creating and posting entries to the general ledger, reconciling accounts and bank statements, preparing analyses of expenditures and revenues, and compiling financial statements. Works closely with City personnel and outside agencies to ensure policies and procedures are being followed. Prepares schedules for the City's comprehensive annual financial report (CAFR). Prepares information for auditors, and participates in special projects. Works with considerable independence and is assigned accounting projects of a difficult or complex nature, in addition to normal routine accounting assignments.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Maintains Capital Asset Accounting system. Updates policies and procedures for Capital Assets and conducts annual inventory of assets. Examines departmental accounts and records for proper authorization, verification and distribution of charges to ensure assets are recorded and properly expensed and depreciated
2	S	Provides leadership to the Finance staff that performs accounting duties with implementation of technology used to help improve work processes and customer service. Reviews accounting work by directing staff and reviewing work before posting to the General Ledger. In addition, prepares monthly closing, and compiles financial statements. Trains employees in Finance and other departments by providing technology used to help improve work processes.
3	S	Approves additions of new general ledger accounts and sets them up. Performs reviews and edits of the subsystems making up the general ledger such as building permits, business license, payroll, accounts receivable and accounts payable. Assists in analysis and problem solving by reconciling general ledger, reviewing and developing accounting and control policies, and assisting in special projects. Works closely with other departments on general ledger accounts reconciliations

	Physical Strength Code	ESSENTIAL FUNCTIONS
4	S	Coordinates complex functions and internal control related activities for subsystems integrating into the general ledger, such as building permits, business license, payroll, accounts receivable, and accounts payable. Reviews requisite integrating journal entries. May serve in a lead accounting role for Account
5	S	Specialist, Senior Account Clerks and Account Clerk positions. Prepares monthly Bank Reconciliations. Reviews all deposits from Cash Receipts and verify they have been received at the bank. Prepares adjusting journals for any cash reconciliation items.
6	S	Assists Controller with preparation of various schedules for audits and special projects. Research GASB statements, and coordinates implementation of new statements. Prepares capital assets reports and responds to audit questions relating to them.
7	S	Reviews all grant contracts to ensure departments are complying with grant requirements. Updates policies and procedures for grants. Reconciles and reviews revenue and expenditure accounts to ensure grants are properly classified. Prepares Schedule of Expenditures of Federal Awards (SEFA) for annual CAFR
8	S	Sharing of information, interactions include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. The interactions or contacts require the consideration of different points of view. Provides internal and external customer service by training employees in Finance and other departments with General Ledger, Purchasing & Inventory, Cash Receipt, Payroll and impromptu reporting.
9	S	Writes and/or updates policies and procedures for all accounting functions.

JOB REQUIREMENTS:

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Formal Education /	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	None
Reading	Work requires the ability to read research papers, legal documents, statues, policies, procedures, and City Codes at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and create moderately complex mathematical formulas, interpret mathematical methodologies used in the analysis in research papers published in various journals at a college level.
Writing	Work requires the ability to write in a clear and concise manner to Council Members, City management staff, and others in reports, correspondence, and memorandum at a college level.
Managerial	Semi-complex - Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Policy / Decision	Significant - The employee normally performs the job by following
Making	established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Budget Responsibility	Significant - Supports the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	☐ Making presentations ☐ Observing work site ☑ Observing work duties ☑ Communicating with co-workers	Pushing/ Pulling	□ N ⊠ R □ O □ F □ C	☑ File drawers☐ Equipment☑ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☒ Computer keyboard☒ Telephone keypad☒ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	
Walking	□ N ⊠ R □ O □ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O ⊠ F □ C	☒ Reading☒ Computer screen☐ Driving☐ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	⊠ N □ R □ O □ F □ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings □ Driving	Bending	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	☐ For supplies ☐ For files	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	☒ Paperwork☒ Monies	Hearing	□ N □ R □ O □ F ☑ C	☒ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N ⊠ R □ O □ F □ C	☑ From computer to telephone☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)							
Machines, Tools, Equipmen		Aids.						
Telephone, copier, calculator, fax mach		Titus.						
receptione, copier, calculator, tax macr	iiiic.							
C	1 P4							
Computer Equipment and S								
Personal computer, related software (N	aviline-H.T.E., I	Microsoft Offic	e Products), lab	oel printer, pr	inter.			
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T Per Mor		Several Ti		Daily
Extreme temperature]]
(heat, cold, extreme temp. changes f work)	rom outside							
Wetness and/or humidity		×						
(bodily discomfort from moisture)			Ш					Ш
Respiratory hazards (fumes, gases, chemicals, dust and d	irt)	\boxtimes						
Noise and vibration	III)							
(sufficient to cause hearing loss)		×						
Physical hazards (high voltage, dangerous machinery		\boxtimes						
prisoners, patients – <u>not customers</u>)	, aggressive					ш		Ц
		-	•	•	Ц			
Health and Safety Condition		D D1			- T- 1	D	-	C
Health and Safety Conditions	N = Never Never	R = Rarel Less than		ccasionally r more of		Frequently 1/3 to 2/3		Constantly or more of
	occurs	hour per we		e time		the time		the time
Mechanical hazards	×				- 01			
Chemical hazards	×							
Electrical hazards	×							
Fire hazards	×							
Explosives	×							
Communicable diseases	×							
Physical danger or abuse	⊠ —			<u> </u>				
Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	od Centers							
Protective Equipment Requ	ired:							

Job Demands

Overall Strength Demands:

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⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations				×
Frequent Change of Tasks		\boxtimes		
Irregular Schedule/Overtime			×	
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite

• Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.